



Town of Fort Erie

Guidelines for Installation of Interpretive Pieces on Municipal Properties

Community and Development Services Department

The Corporation of the Town of Fort Erie

Municipal Centre
1 Municipal Centre Drive
Fort Erie, Ontario
L2A 2S6

February 2013

1. INTRODUCTION

Throughout Fort Erie, there is a growing number of heritage plaques and interpretive signs recognizing individuals, events, and natural or built heritage features of national, provincial and local significance. These various commemorative devices play an important role in celebrating the Town's unique heritage by informing and educating residents and visitors alike.

From time to time, requests are received from individuals and organizations seeking permission to place interpretive pieces (heritage plaques, signs, monuments, murals, multi-media pieces, and artifacts) on municipal property. The Town of Fort Erie will provide opportunities for appropriately designed interpretive pieces that honour a significant event, place, or person. This document will serve as a guide for applications to install interpretive pieces on municipally owned property.

2. GENERAL GUIDELINES

- Proposed pieces shall follow the Fort Erie Heritage Framework, which reflects the core history of Fort Erie.
- The subject shall not already have been commemorated either in whole or in part by a piece already accessible to the public.
- The subject of the piece shall possess an enduring quality.
- The piece shall become the property of the Town of Fort Erie upon installation. It may be considered a donation, subject to By-Law No. 97-10.
- A completed 'Interpretive Piece Proposal Application Form' must be submitted to Fort Erie Museum Services for consideration. It is strongly recommended that the applicant meet and consult with Museum Services staff prior to submitting an application.

3. GENERAL GUIDELINES FOR LOCATION

- Proposed interpretive pieces shall be placed as near as possible to the relevant event, place or person being commemorated.
- Location will be carefully considered in the context of existing and historical site uses. Stakeholder consultation may be required, as deemed appropriate by the Town.
- Public safety, relative to use or access to the piece, is a high priority and will be considered through the application review.

4. GENERAL CONDITIONS OF APPROVAL

- The applicant is required to pay for the design, manufacture, and installation of the piece, pursuant to Town of Fort Erie standards for construction and installation.
- Funding for the interpretive piece must be in place prior to approval of an Application.
- Long term maintenance by the Town shall be of primary consideration. Adequate provision for continued future maintenance may be requested of the applicant or considered through future municipal budget deliberations.
- The Town will not be responsible for the repair or replacement of a damaged piece resulting from manufacturer defects, weather, vandalism, etc. The piece shall be made of durable materials, able to withstand environmental conditions.
- The Town reserves the right to remove the piece, in the interest of public safety.
- The number of applications processed each year will depend upon the completeness of the applications and other departmental priorities.
- Please allow approximately 6 weeks for consideration of the Application.
- The Town of Fort Erie maintains final approval of the design and wording on any interpretive piece to be installed on Municipal property. A final proof of the interpretive piece, as provided by the manufacturer, must be approved by the Town prior to initiating production of the piece. The proof shall illustrate design, colour, text, font, graphics, etc. and comply with current Accessibility Guidelines.

TOWN OF FORT ERIE INTERPRETIVE PIECE PROPOSAL APPLICATION FORM



Project Name: _____	
Organization Name: _____	
Contact Person: _____	
Mailing Address: _____	
City/Postal Code: _____	
Phone: _____	Email: _____
Organization Web Site: _____	Organization Size: _____
Organization Mandate: _____	

INSURANCE REQUIREMENTS:
Those performing work on Municipal Property shall furnish the Town with a Certificate of Insurance of a Liability Insurance Policy, covering Public Liability and Property Damage, in a minimum amount of Two Million Dollars (\$2,000,000). Such policy shall contain:

- A cross-liability clause or endorsement;
- An endorsement certifying that the Town of Fort Erie is included as an additional insured, and;
- An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days advance written notice to Town.

For Office Use

Date Received: _____	Approval: _____
Approval Letter: _____	Certificate of Insurance: _____

Please return completed application to:

Fort Erie Museum Services
Jane Davies, Museum Administrator
1 Municipal Centre Drive, Fort Erie, ON L2A 2S6
Phone: 905-894-5322
Fax: 905-894-6851 or e-mail: jdavies@town.forterie.on.ca

OVER...

PROJECT NAME: _____

REQUIRED DOCUMENTATION:

- Identify which component(s) of the Fort Erie Heritage Framework will be addressed
- Reason for proposed location
- Map or plan, to scale, illustrating the following:
 - Proposed location of the interpretive piece
 - Existing site features (signs, site furniture, lights, etc.) within 30 meters of proposed location
- Colour photographs of the proposed location (streetscape view as well)
- Drawings and complete description of proposed interpretive piece, including:
 - Type of piece (plaques, interpretive sign, monument, mural, multi-media, artifact, etc.)
 - Method of support (post, mounted on existing feature or rock, etc.)
 - Dimensions
 - Material
 - Colours (provide manufacturer sample)
 - Wording/text, text style and size*
 - Graphic content

**Any text proposed for the interpretive piece must be referenced using the Criteria for Researching and Referencing Heritage Interpretive Pieces. This document will be supplied at the pre-consultation meeting. Text not referenced according to these criteria will not be considered.*

ATTACHED ADDITIONAL PAGES AS REQUIRED

- **Funding must be in place prior to an application being processed.**
- **The Town of Fort Erie maintains final approval of the design and wording on any interpretive piece to be installed on Municipal property. A final proof of the interpretive piece, as provided by the manufacturer, must be approved by the Town prior to initiating production of piece. The proof shall illustrate design, colour, text, font, graphics, etc.**



Town of Fort Erie

Criteria for Researching and Referencing Heritage Interpretive Pieces

Fort Erie Museum Services

The Corporation of the Town of Fort Erie
Municipal Centre
1 Municipal Centre Drive
Fort Erie, Ontario
L2A 2S6

February 2013

1. Intent

The attached criteria are intended to assist applicants doing historical research for interpretive pieces they wish to install on Municipal property. The intent is to ensure the accuracy of the proposed text.

Historical research may be a new endeavour for some applicants, so these criteria are intended to provide a brief tutorial on finding and using reliable sources. Historical events can be told from many viewpoints, some more reliable than others. For instance, a picture of an event, person or place is more accurate than hearing stories about them, which may have been passed down through several generations of people. Pictures are primary sources while stories are tertiary sources.

If a story gets told often enough it becomes culturally accepted, even though it may not be completely true. For example people think the Battle of Queenston Heights was won by Major General Isaac Brock. When in fact, the British were losing the battle when Brock was killed, and it was Major General Roger Hale Sheaffe's strategic command that resulted in victory. The accolades attributed to Brock instead of Sheaffe had more to do with politics, personalities and perpetuating stories than a military victory.

The attached Research Criteria will ensure that interpretive pieces placed on Municipal properties will be historically accurate and avoid perpetuating stories.

History is constantly evolving as new information is discovered. By applying these criteria, applicants will be encouraged to use current and reliable sources as the basis for their text.

2. Sources

The criteria are extracted from the following sources:

- *The Craft of Research*, Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, 2008
- *A Manual for Writers of Research Papers, Theses, and Dissertations -- Chicago Style for Students and Researchers*, Kate L. Turabian, 2007

3. Application

Proposed text must be accurately and fully documented by using relevant and reliable sources and by following the attached criteria, which outline:

- how to use primary, secondary and tertiary sources,
- evaluating sources for relevance and reliability, and
- how to accurately and fully document sources.

4. Distribution and Assistance

These excerpts will be distributed and discussed with applicants during their pre-consultation meeting with Museum Services staff. Applicants are welcome to peruse the books listed above, which are available in the Fort Erie Historical Museum Archives.

The mandate of Museum Services includes facilitating research requests. The public is welcome to schedule an appointment to use the resources within the Museum's Archives. Museum Services does not however have sufficient resources to undertake research projects for the public.

The attached criteria require applicants to reference their research, which will allow Museum Services to verify the proposed text. Copies of their supporting research material should be submitted along with the text, for verification purposes.



Town of Fort Erie

Fort Erie's Heritage Framework

Fort Erie Museum Services

The Corporation of the Town of Fort Erie

402 Ridge Road
Ridgeway, Ontario
L0S 1N0

April 2013

Preamble

Written records of the people, places and events in this area can be traced back to French fur traders during the 1600s, and their interactions with First Nations.

Fort Erie's history however predates this period by several thousand years. The people living in the pre-contact era left no written record — their legacy left to the interpretations of archaeologists.

Over the centuries, recording and collecting the history of Fort Erie has been done by residents, historians, academics, visitors, businesses, organizations, the military, and government agencies. Being a border town, it is common to find an international perspective.

Frameworks to represent Fort Erie's heritage have been developed on several occasions, by various people, over several decades. This has been done by examining written records, material cultural and physical environs, and organizing this information into themes.

This was first evidenced with the *Louis McDermott Local History Collection*. Mr. McDermott collected archival material in the 1950s – 1990s and developed a subject-based filing system to represent Fort Erie's history.

In the early 1990s the Fort Erie Historical Museum led the development of a comprehensive local history book. A team of over 40 residents, historians and academics met to establish a framework for this history. Public response to this 1996 publication, *Many Voices*, further refined this framework and enhanced the content, resulting in a second publication in 2004.

During the 1970s – 1990s the Fort Erie Historical Museum developed a classification system for its collections to reflect the history of Fort Erie. This was then refined and expanded to reflect the subject divisions within *Many Voices*. This framework was applied to the reference files (2004), the archival collection (2005), and the artifact collection (2009).

In 1995 the Fort Erie Museum Board facilitated two public focus groups as a first step towards a heritage master plan. The 101 people who participated discussed Fort Erie's heritage-related strengths, weaknesses and opportunities. This led to a community survey whose 814 participants identified subjects of interest.

In 1996 the Fort Erie Museum Board sponsored the *Fort Erie Heritage Resource Master Plan*. The consultant firms of Hough Woodland Naylor Dance, Polymath & Thaumaturge along with Addison Consulting prepared a set of historic themes as a framework for understanding and evaluating Fort Erie's places and landscapes.

In 2002 the Fort Erie Museum Board adopted the *Heritage Loop-Tour Program*. A framework was established representing many of Fort Erie's heritage themes and potential locations for interpretive signage. Some signs were erected, but competing priorities for resources resulted in the program being deferred.

The attached *Fort Erie's Heritage Framework* was developed by analyzing the information within the Museum's collections in the context of the above-mentioned examples. It was developed by Fort Erie Museum Services and approved by the Museum and Cultural Advisory Committee. The *Heritage Framework* informs the *Guidelines for Installation of Interpretive Pieces on Municipal Properties*.

The resulting *Heritage Framework* comprises 23 themes that could be interpreted throughout Fort Erie. These themes are illustrated by significant places, events and people. The Framework does not represent a social history, other than recognizing people associated with significant events or places.

If the themes and examples within the *Heritage Framework* were delivered in their entirety, the core history of Fort Erie would be told. While this framework is not exhaustive, as thousands upon thousands of stories exist, it does however represent a comprehensive survey of Fort Erie's heritage.

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The history of the Town of Fort Erie can be divided into the following themes, which are represented by significant people, places or events. When considering the creation of commemorative pieces, opportunities exist to combine or layer this history. Plaques or monuments that exist as of March 2013 are identified.

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